



INSTITUTE of
MUSEUM
and LIBRARY
SERVICES

Fiscal Year 2004

GRANT AND AWARD PROGRAMS

*A federal agency
that promotes
leadership,
innovation,
and a lifetime
of learning
by supporting the
nation's museums
and libraries.*

Please visit our Web site for more information on programs, application guidelines, lists of grantees, and more.

Director's Office

Institute of Museum and Library Services
Office of the Director
1100 Pennsylvania Avenue, NW
Room 510
Washington, DC 20506
Phone: 202/606-8536

To discuss your institution's eligibility or for assistance with your grant application, please contact the IMLS Library or Museum Office.

Library Programs

Institute of Museum and Library Services
Office of Library Services
1100 Pennsylvania Avenue, NW
Room 802
Washington, DC 20506
Phone: 202/606-5227

Museum Programs

Institute of Museum and Library Services
Office of Museum Services
1100 Pennsylvania Avenue, NW
Room 609
Washington, DC 20506
Phone: 202/606-8539

IMLS E-mail

imlsinfo@imls.gov

IMLS Web Site

<http://www.imls.gov>

IMLS TTY

(for hearing-impaired individuals)
Phone: 202/606-8636

IMLS will provide visually impaired or learning-disabled individuals with a cassette recording of this publication or any other grant publication upon request.

Dear Friends,

Democracy can only survive and thrive when citizens are educated and informed. Without education and information individuals are unable to lead useful and productive lives, to contribute fully to the common good, or to participate effectively in civic affairs.

Museums and libraries offer places and programs that create real public value in our democratic society. They preserve our rich cultural, scientific, artistic, and natural heritage and transmit it from one generation to the next. They strengthen communities by providing cornerstones for economic revitalization and places where people can meet for recreation and civic engagement. They meet community needs with literacy activities, family events, and after school programs. They are trusted sources of information and education that serve schools, scholars, and the lifelong learner. They are experts in providing in-depth access to ideas and information. They use the latest technology to provide digital resources of unrivalled quality, validity, and utility.

At IMLS, we are committed to creating and sustaining a nation of learners. IMLS grants build the capacity of libraries and museums to provide the resources and services that support and extend learning. Our programs support the full range of library and museum activities and promote leadership, innovation, and a lifetime of learning. Our goals at IMLS are to work in concert with the communities we serve, to encourage projects that meet the learning needs of the public, to advance the art of partnership and the use of technology, and to strengthen management through attention to evaluation and accountability.

The IMLS staff is engaged in on-going dialogue with library and museum professionals across the United States. We seek to use federal funding to best advance the public value of our nation's libraries and museums. Please feel free to call on us and visit our Web site for more information.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert S. Martin", with a long horizontal flourish extending to the right.

Robert S. Martin
Director

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Detailed information about the agency is provided in this brochure. You can also call the IMLS Office of Museum Services at 202/606-8539, the Office of Library Services at 202/606-5227, or the Office of the Director at 202/606-8536.

For grant guidelines, write Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW, Washington, DC 20506; e-mail IMLS at imlsinfo@imls.gov; or download them from the IMLS Web site at <http://www.imls.gov>.

Overview



What Is the Institute of Museum and Library Services?

Congress established the Institute of Museum and Library Services (IMLS) through the Museum and Library Services Act (MLSA) of 1996 as an independent federal grantmaking agency. IMLS promotes leadership, innovation, and a lifetime of learning by supporting museums and libraries throughout the United States and its territories. The Institute also supports partnership projects between museums and libraries and other community organizations.

IMLS Online

The IMLS Web site at <http://www.imls.gov> contains a wealth of valuable information for grant seekers. Applicants can download grant guidelines and fill-in electronic versions of the application forms. Other useful resources include samples of successful applications, grant deadlines, staff contacts for each grant program, and searchable lists of grant recipients. The site also publishes IMLS publications, updates on agency news and conferences, and monthly feature stories about innovative projects undertaken by IMLS grant recipients.

Primary Source. IMLS offers a free, monthly e-mail newsletter called *Primary Source*. It provides the most current information about IMLS grant programs, posts reminders of important grant deadlines, and contains valuable links to information on the IMLS Web site. Every month the newsletter highlights best practices demonstrating how museums and libraries across the country use IMLS awards to further their service to the public. IMLS encourages everyone interested in museums and libraries to subscribe. To sign up for *Primary Source*, please visit the IMLS Web site at: <http://www.imls.gov> and click on Subscribe.

Important Notice About US Postal Service Mail Delivery

All of the first-class and Priority mail sent to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery. Please consider using commercial delivery services. Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.

Please be advised that support materials (e.g. CDs, videos, slides) put through the irradiation process are suffering irrevocable damage. If you are sending these kinds of materials, we encourage you to consider using alternate delivery services.

If you are concerned about the status of any time-sensitive mail, please contact the relevant individual or program to ensure your materials arrived.

Museum Assessment Program applicants are encouraged to call the American Association of Museums at 202/289-9118 to ensure receipt of application materials.

Applicants for the Conservation Assessment Program are encouraged to call Heritage Preservation at 202/634-1422 to ensure receipt of application materials.

We appreciate your efforts to ensure that IMLS receives your applications intact and on time.

Grant Application Deadlines

IMLS deadlines are postmark dates that remain the same from year to year. Should a deadline fall on a Sunday or a holiday, applications postmarked the following business day will be accepted. The deadlines are listed in chronological order below.

	Deadline	Awards Announced
Conservation Project Support	October 15, 2003	Mid-April
Museum Assessment Program	December 1, 2003	Mid-April
Conservation Assessment Program	December 1, 2003	Mid-April
Recruiting and Educating Librarians for the 21st Century	January 15	Mid-September
Museums for America	January 15	Mid-September
National Leadership Grants for Libraries:		
Continuing Education, Curriculum Development, and Training	February 1	Mid-July
Research and Demonstration	February 1	Mid-September
Preservation or Digitization	February 1	Mid-September
National Award for Library Service	February 15	Fall 2004
National Award for Museum Service	February 15	Fall 2004
Native American Library Services:		
Basic Grants	March 1	Mid-July
Professional Assistance Grants	March 1	Mid-July
National Leadership Grants for Museums:		
Museums Online	March 1	Mid-September
Museums in the Community	March 1	Mid-July
Professional Practices	March 1	Mid-September
National Leadership Grants for Library-Museum Collaboration	April 1	Mid-September
Revision of Five-Year State Plans for State Library Grant Program	April 1	
Native American Library Services:		
Enhancement Grants	May 1	Mid-September
Native Hawaiian Library Services	May 1	Mid-September

Obtaining Applications

Applications and guidelines are available, in PDF format, on the IMLS Web site (<http://www.imls.gov>). Until the 2004 guidelines are available, the 2003 versions will remain available as a reference. Please note that you must submit a current 2004 application to be eligible for a grant. Paper copies are available upon request from IMLS by mail at 1100 Pennsylvania Avenue, NW, Washington, DC, 20506; by phone at 202/606-8536; by e-mail at imlsinfo@imls.gov; or by IMLS TTY at 202/606-8636 (for hearing-impaired individuals). IMLS will provide visually impaired or learning-disabled individuals with a cassette recording of IMLS grant publications upon request.

The deadlines are postmark dates that will remain the same from year to year. Should a deadline fall on a Sunday or a holiday, applications postmarked the following business day will be accepted.

Project Results and Evaluation

Evaluation is a significant element in the competitive review of every proposal to IMLS grant programs. The best proposals describe how the project staff will systematically measure concrete benefits of its activities for clearly defined audiences. IMLS expects each project budget to include sufficient resources for meaningful evaluation. IMLS is committed to expanding access to museum and library resources and to increasing and communicating the value of museums and libraries. IMLS promotes outcomes planning and measurement as powerful management tools to meet this commitment. IMLS staff is available for technical assistance in developing project evaluation plans that support our goals.

Review Process

All Institute of Museum and Library Services competitive awards are reviewed by library and museum professionals who know the needs of communities, can share promising practices, and are well versed in the issues and concerns of museums and libraries today. Hundreds of museum, library, and conservation specialists have volunteered to review applications for IMLS. The IMLS review process is well respected, and the success of our grant programs is largely due to these peer reviewers who dedicate their time and expertise to advance the highest professional practices in the field. Volunteers are from museums and libraries of all sizes, disciplines, and types, and represent a broad cross-section of the country.

How to Serve as a Reviewer

IMLS offers opportunities to library and museum professionals to serve as field reviewers. There are many benefits to volunteering to review IMLS applications. If you are selected to serve, you will: help IMLS and the museum and library communities; better understand the grant review process; see what other museums and libraries are doing; and assist your own museum or library in preparing more competitive grant applications. If you are interested in reviewing for IMLS, application forms can be filled out and submitted electronically on the IMLS Web site (<http://www.imls.gov>). Application forms are also available in grant applications and guidelines booklets. You may also have a paper copy of the application mailed to you upon request. Call 202/606-8536, or e-mail your request to imlsinfo@imls.gov. Application forms should be mailed to IMLS, at 1100 Pennsylvania Avenue, NW, Washington, DC 20506.

Requirements for Reviewers

Recruiting and Educating Librarians for the 21st Century: Reviewers must have professional expertise in library and information science.

Museums for America Grants: Reviewers can have professional experience from any museum discipline, and should have a wide range of museum knowledge. Examples of this type of knowledge include institutional planning, community outreach, education, and technological applications.

National Leadership Grants: Reviewers for library projects must have professional experience in library or information science. A background in library education, research, preservation, digitization, multi-media, and distance education is especially valuable. Reviewers for museum projects must have professional experience in either museums or professional service organizations serving museums. Reviewers for collaborative projects must have professional experience in either libraries or museums.

Native American Library Services Grants: Reviewers must have expertise in issues relating to providing library services to Native Americans or other traditionally underserved populations.

Native Hawaiian Library Services Grants: Reviewers must have expertise in issues relating to providing library services to Native Hawaiians or other traditionally underserved populations.

Conservation Project Support Program: Reviewers must be actively involved in conservation, either as a conservator or as a collections care professional, and must have at least five years of professional experience. Reviewers identify their areas of expertise and the types of projects with which they are most familiar and are assigned applications according to that information.

*Library Grants
and Awards*



Recruiting and Educating Librarians for the 21st Century

Deadline: January 15, 2004

Amount of Grant: \$50,000 to \$500,000

Grant Period: Up to Three Years

Matching Requirements: 1:1 for all funds requested from IMLS, excluding funds requested for student support

Program Contacts: Vacant
Phone: (202) 606-5528
21stclibrarians@imls.gov

Program Overview

The program supports efforts to recruit and educate the next generation of librarians and the faculty who will prepare them for careers in library science. It also supports grants for research related to library education and library staffing needs. Program priorities:

- Recruit and educate the next generation of librarians. In particular, increase the number of students enrolled in nationally accredited graduate library programs preparing for careers of service in libraries.
- Develop faculty to educate the next generation of library professionals. In particular, increase the number of students enrolled in doctoral programs, particularly in programs that will prepare faculty to teach master's students who will work in school, public, and academic libraries.
- Enable pre-professional library staff to make the transition to librarianship, especially in locations where recruitment is historically difficult. In particular, increase the number of students enrolled in pre-professional education or training programs that will enable them to provide enhanced service in underserved communities and prepare them for master's level education.
- Provide the library community with information needed to support successful recruitment and education of the next generation of librarians. In particular, through funded research, establish baseline data and evaluate current programs in library education for their capacity to meet the identified needs.

Successful proposals will have one or more of the following characteristics: increases the number of qualified professionals for employment as librarians throughout the country; contributes to results or products that will benefit multiple institutions and diverse constituencies; reflects an understanding of library service needs in the

communities served by the applicant(s) and addresses issues facing libraries of similar size and type; reflects a vision of potential change in the field that could result from the project. Innovative approaches to these issues will be given high consideration.

Eligibility

All types of libraries, except federal and for-profit libraries, may apply. Eligible libraries include public, school, academic, special, private (not-for-profit), archives, library agencies, and library consortia. In addition, research libraries that give the public access to services and materials suitable for scholarly research not otherwise available to the public and that are not part of a university or college are eligible. Institutions of higher education, including public and not-for-profit universities and colleges, are also eligible. Graduate schools of library and information science may apply as part of an institution of higher education.

Special Conditions of Eligibility for Institutions of Higher Education

In addition to all eligible applicants listed above, institutions of higher education are eligible to apply with these special conditions:

- 1) *To recruit and educate the next generation of librarians:* Graduate schools of library and information science or school library media certification programs are eligible to apply for funds to educate students at the master's level, if they apply in a partnership that includes one or more eligible library entities. Any of the eligible applicants in the partnership may serve as the lead applicant.
- 2) *To develop faculty to educate the next generation of library professionals:* All graduate schools of library and information science offering programs of study at the doctoral level are eligible to apply for funding of doctoral level scholarships and fellowships, either individually or in a partnership.
- 3) *To enable pre-professional library staff to make the transition to librarianship, especially in locations where recruitment is historically difficult:* All institutions of higher education, including public and not-for-profit universities and colleges, and including all graduate schools of library and information science, may apply for pre-professional training projects designed to lead to master's level education.
- 4) *To provide the library community with information needed to support successful recruitment and education of the next generation of librarians:* All institutions of higher education, including public and not-for-profit universities and colleges, and including all graduate schools of library and information science, may apply for projects to conduct research to establish baseline data and evaluate current programs in library education.

National Leadership Grants for Libraries

Deadline:	February 1, 2004, for Categories 1–3 April 1, 2004, for Category 4 (See Categories of Funding on next page.)
Amount of Grants:	\$15,000 - \$500,000
Grant Period:	Up to Three Years
Matching Requirements:	1:1 for requests over \$250,000, except research projects. Cost sharing of at least 1/3 is encouraged for requests under \$250,000 and for research projects. Demonstration projects are subject to non-research matching provisions.
Program Contacts:	Susan Malbin, Senior Program Officer (Continuing Education, Curriculum Development, and Training; Library-Museum Collaboration) Phone: 202/606-5389 E-mail: smalbin@imls.gov Martha Crawley, Senior Program Officer (Research and Demonstration, Preservation or Digitization) Phone: 202/606-5513 E-mail: mcrawley@imls.gov

Program Overview

The program supports three funding categories for libraries, three for museums, and one for library-museum partnerships. The following information refers to library categories and to library-museum partnerships. For information on museum categories, see page 23.

Successful proposals will have national impact and provide models that can be widely adapted or replicated by others to extend the benefit of federal support. Such proposals will reflect an understanding of current issues and needs related to library services and will have a far-reaching impact throughout the library community. Projects will provide creative solutions on issues of national importance and provide leadership for other organizations.

To ensure that these programs will result in significant benefits to the public, IMLS establishes a set of priorities each fiscal year for activities listed in the Library Services and Technology Act (LSTA, a section of the Museum and Library Services Act). IMLS will consider all proposals on their merits; however, projects that address the program priorities will be given preference for funding. Refer to the program guidelines posted on the IMLS Web site at: <http://www.imls.gov> for the current priorities.

Categories of Funding

1. *Continuing Education, Curriculum Development, and Training* supports model programs of continuing education, curriculum development, and training in library and information science. Proposals should address retention issues as well as intended learning outcomes.
2. *Research and Demonstration* encourages strong proposals for research in library science and for demonstration projects to test potential solutions to problems in real-world situations. Projects relating to either education and training, or preservation or digitization of library materials may be submitted in this category if they are structured in accordance with the requirements for research and demonstration projects.
3. *Preservation or Digitization of Library Materials* helps to preserve or digitize library resources. Applicants for preservation projects should describe the significance of the materials proposed for preservation or digitization (or both) and, if applicable, any innovative approaches. Refer to program guidelines for additional requirements for digitization projects.
4. *Model Programs of Library and Museum Collaboration* supports innovative projects that model how museums and libraries of all types can work together and with other organizations to expand their service to the public.

Eligibility

All types of libraries, except federal and for-profit libraries, may apply for the first three categories. Eligible libraries include public, school, academic, special, private (not-for-profit), archives, library agencies, and library consortia. In addition, research libraries that give the public access to services and materials suitable for scholarly research not otherwise available to the public and that are not part of a university or college are eligible. Institutions of higher education, including public and not-for-profit universities and colleges, are also eligible. Graduate schools of library and information science may apply as part of an institution of higher education. Library applicants may apply individually or as partners. Museums may apply only in partnership with an eligible library applicant, with the library applicant as the lead.

For the fourth category — library and museum collaboration — applicants must include at least one eligible library applicant and at least one eligible museum applicant. Either applicant may be the lead.

A library and a museum under the control of one parent multipurpose organization may apply for a partnership grant as long as each applicant library or museum has independent administrative authority and a separately developed operating budget within the larger budget of the parent organization. For example, a library and a museum both owned and operated by a city government but having separate facilities, separate staffs, and autonomous operation are eligible to apply as a partnership. A library with an exhibition function or a museum with a library function does not constitute a partnership.

Applicants may prepare and submit multiple proposals in a given fiscal year. However, the same proposal may not be submitted under more than one category. In addition, applying to one grant program does not preclude applying to another.

Grants to States

Deadline:	Revision to Five-Year Plan due April 1, 2004
Amount:	Based on minimum allotment set by Congress and census information
Program Contact:	Jane C. Heiser, Associate Deputy Director Phone: 202/606-5252 E-mail: stateprograms@imls.gov

Program Overview

The Library Services and Technology Act (LSTA) of 1996, a section of the Museum and Library Services Act, promotes access to information resources provided by all types of libraries. Through the legislation, IMLS provides funds to State Library Administrative Agencies using a population-based formula. State libraries may use the appropriation to support statewide initiatives and services; they may also distribute the funds through subgrant competitions or cooperative agreements to public, academic, research, school, and special libraries in their state.

LSTA outlines two broad priorities for this funding. The first is for activities using technology for information sharing among libraries and between libraries and other community services. The second priority is for programs that make library resources more accessible to urban and rural localities, and to low-income residents and others who have difficulty using library services.

Each state has a five-year plan outlining its programs. These programs support the LSTA goals, which are to

- establish or enhance electronic links among or between libraries;
- link libraries electronically with educational, social, or information services;
- help libraries access information through electronic networks;
- encourage libraries in various communities and different types of libraries to establish consortia and share resources;
- pay costs for libraries to acquire or share computer systems and telecommunications technologies; and
- target library and information services to persons who have difficulty using a library and to underserved urban and rural communities.

Eligibility

Applicants for this grant program must be one of the 59 State Library Administrative Agencies.

For information about funding opportunities at the state level, contact the specific State Library Administrative Agency. State library contact information can be found on the IMLS Web site (<http://www.imls.gov>) or by calling the State Grants program office.

Native American Library Services Basic Grants

Deadline:	March 1, 2004
Amount of Grant:	Varies
Grant Period:	One Year
Program Contact:	Vacant
	Phone: 202/606-5408
	E-mail: imlsinfo@imls.gov

Program Overview

These noncompetitive grants are distributed in equal amounts among eligible applicants. The awards help support core library operations.

Eligibility

Indian tribes and Alaska Native villages or corporations recognized by the Department of Interior are eligible to apply for the Basic grant.

Applicants must comply with the definitions set out in the Library Services and Technology Act, a section of the Museum and Library Services Act. The term “Indian tribe” means any tribe, band, nation, or other organized group or community that is recognized by the Secretary of the Interior as eligible for the special programs and services provided to Indians because of their status as Indians. This term also includes any Alaska Native village, regional corporation, or village corporation, as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 USC 1601 et seq.).

Native American Library Services Professional Assistance Grants

Deadline:	March 1, 2004
Amount of Grant:	Up to \$2,000
Grant Period:	One Year
Program Contact:	Vacant
	Phone: 202/606-5408
	E-mail: imlsinfo@imls.gov

Program Overview

These noncompetitive grants support professional assessments of library operations. Consultants may provide advice for improvement of a full range of library services, including staffing, financial management, types and levels of services, and collections development and management.

Eligibility

Indian tribes and Alaska Native villages are eligible to apply only if they also are applying for a Basic Library Services Grant in the same fiscal year.

Refer to the section titled Native American Library Services Basic Grants for definitions of the terms “Indian tribe” and “Alaska Native village.”

Native American Library Services Enhancement Grants

Deadline:	May 1, 2004
Amount of Grant:	Up to \$150,000
Grant Period:	Up to Two Years
Program Contact:	Vacant
	Phone: 202/606-5408
	E-mail: imlsinfo@imls.gov

Program Overview

Enhancement grants support projects to enhance existing library services or implement new library services, particularly projects to

- establish or enhance electronic links among or between libraries;
- link libraries electronically with educational, social, or information services;
- help libraries access information through electronic networks;
- encourage libraries in various communities and different types of libraries to establish consortia and share resources;
- pay costs for libraries to acquire or share computer systems and telecommunications technologies; and
- target library and information services to persons who have difficulty using a library and to underserved urban and rural communities.

Eligibility

Indian tribes and Alaska Native villages are eligible to apply for an Enhancement Grant only if they have applied for a Basic Library Services Grant in the same fiscal year.

Refer to the section titled Native American Library Services Basic Grants for definitions of the terms “Indian tribe” and “Alaska Native village.”

Native Hawaiian Library Services Grant

Deadline:	May 1, 2004
Amount of Grant:	Varies
Grant Period:	One Year
Program Contact:	Vacant
	Phone: 202/606-5408
	E-mail: imlsinfo@imls.gov

Program Overview

The Native Hawaiian Library Services program marks new opportunities for improved library services for an important part of the nation's community of library users. Funds may be used to

- establish or enhance electronic links among or between libraries;
- link libraries electronically with educational, social, or information services;
- help libraries access information through electronic networks;
- encourage libraries in various communities and different types of libraries to establish consortia and share resources;
- pay costs for libraries to acquire or share computer systems and telecommunications technologies; and
- target library and information services to persons who have difficulty using a library and to underserved urban and rural communities.

Eligibility

Applicants should submit evidence that they meet the criteria for Native Hawaiian organizations as defined in section 7207 of the Native Hawaiian Education Act. Such organizations serve the interests of Native Hawaiians; have Native Hawaiians in substantive and policymaking positions; and are recognized by the governor of Hawaii for the purpose of planning, conducting, or administering programs (or portions of programs) for the benefit of Native Hawaiians. An organization should provide proof of recognition by the governor with an official letter or other document attesting to the organization's status that is signed by the governor of Hawaii.

National Award for Library Service

Deadline: February 15, 2004
Awards Will Be Announced in the Fall of 2004 at a Ceremony
in Washington, DC

Contact: Michele Farrell, Senior Program Officer
Phone: 202/606-5394
E-mail: mfarrell@imls.gov

Program Overview

The National Award for Library Service honors outstanding libraries that make significant and exceptional contributions to their communities. Selected libraries demonstrate extraordinary and innovative approaches to public service, reaching beyond the expected levels of community outreach and core programs generally associated with library services.

Qualifications and Criteria for Selection

The main qualification for selection is community service, as demonstrated by the library's ongoing commitment, at every level, to its community.

Nominations should

- describe the library's goal in serving the community;
- identify the target population served;
- identify the library's community partners and the partnership activities undertaken to achieve this goal;
- describe the outcomes of these activities; and
- project how this community service will continue in the future.

Commissioners of the National Commission on Libraries and Information Science, the presidentially appointed policy advisory board of IMLS, review the nominations and make recommendations to the IMLS Director, who makes the final selection.

Previous Recipients

2002	Hartford Public Library, Hartford, Connecticut Southwest Georgia Regional Public Library System, Bainbridge, Georgia Boundary County District Library, Bonners Ferry, Idaho
2001	ARLIS – The Alaska Resources Library and Information Service, Anchorage, Alaska The Hancock County Library System, Bay St. Louis, Mississippi The Providence Public Library, Providence, Rhode Island

2000

B.B. Comer Memorial Library, Sylacauga, Alabama
Queens Borough Public Library, Jamaica, New York
Simon Wiesenthal Center Library and Archives, Los Angeles, California
Urie Elementary School Library, Lyman, Wyoming

*Museum
Grants
and Awards*



Eligibility Criteria for Museums

General Eligibility

All types of museums, large and small, are eligible for funding. Eligible museums include aquariums, arboreta and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, and zoological parks. Federally operated and for-profit museums may not apply for IMLS funds.

An eligible museum must

- be organized as a public or private nonprofit institution that exists on a permanent basis for essentially educational or aesthetic purposes;
- care for and own or use tangible objects, whether animate or inanimate, and exhibit these objects on a regular basis through facilities that it owns or operates;
- have at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose primary responsibility is the acquisition, care, or exhibition to the public of objects owned or used by the museum;
- be open and providing museum services to the general public (an institution that exhibits objects to the general public for at least 120 days a year fulfills this requirement);
- be located in one of the fifty U.S. states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

Museums located within multipurpose public or private nonprofit organizations such as municipalities, universities, historical societies, foundations, and cultural centers may apply for all IMLS museum funds. To be eligible, a museum located within a multipurpose organization must function as a discrete unit within its parent organization.

In addition, the museum must

- have at least one full-time professional staff member, or the equivalent, paid or unpaid, whose responsibilities are solely for the museum's services and operations;
- have a fully segregated and itemized operating budget within that of its parent organization; and
- be able to separately and distinctly fulfill all eligibility and application requirements of the grant program.

Prospective applicants that cannot fulfill all of these requirements should contact IMLS to discuss their eligibility before applying. IMLS may require additional supporting documentation from the applicant to determine the museum's autonomy. Each eligible applicant within a single parent organization should clearly delineate its own programs and operations in the application narrative.

A parent organization controlling multiple museums that are not autonomous but are otherwise eligible may submit only one application per program, which may be on behalf of one or more of the eligible museums.

National Leadership Grants

For eligibility information, see page 10 for libraries or page 23 for museums.

Museums for America

Deadline: January 15, 2004
Amount of Grant: \$5,000-\$150,000
Grant Period: Generally up to Two Years, Three Years with strong justification
Matching Requirements: 1:1
Program Contacts: Christine Henry, Senior Program Officer
Phone: 202/606-8687
E-mail: chenry@imls.gov

Robert Trio, Program Officer
Phone: 202/606-8659
E-mail: rtrio@imls.gov

Karen Whitehair, Program Specialist
Phone: 202/606-8549
E-mail: kwhitehair@imls.gov

Program Overview

Museums for America is the largest grant program for museums at IMLS, providing over \$15 million in grants to support the role of museums in American society:

- To sustain our cultural heritage;
- To support lifelong learning;
- To be centers of community engagement.

Museums for America grants strengthen the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals.

FY2004 Museums for America funding will support projects and activities, designed by the institution, that strengthen museums as active resources for lifelong learning and key players in the establishment of livable communities. Museums for America grants are designed to be flexible. They can be used for ongoing museum activities; improvement of infrastructure; planning activities; new programs or activities; purchase of equipment or services; or other activities that will support the efforts of museums to upgrade and integrate new technologies into their overall institutional effectiveness.

IMLS seeks to distribute funding for Museums for America grants across all types and sizes of museums, as well as among all funding categories. Applicants may apply in three funding categories: \$5,000 - \$24,999; \$25,000 – \$74,999; or \$75,000 – \$150,000. A 1:1 match is required in each category. All applications must demonstrate evidence of institutional strategic planning and the relationship between the funding applied for and the institution's plan. Projects should be *investments* for the future, not one-time activities with no long term institutional impact.

National Leadership Grants for Museums

Deadlines:	March 1, 2004, for Categories 1–3 April 1, 2004, for Category 4 (See Categories of Funding on next page.)
Amount of Grants:	\$15,000–\$500,000
Grant Period:	Up to Three Years
Matching Requirements:	1:1 for Requests Over \$250,000 (Cost sharing of at least 1/3 is encouraged for requests under \$250,000.)
Program Contacts:	Dan Lukash, Senior Program Officer (Museums Online, Museums in the Community) Phone: 202/606-4644 E-mail: dlukash@imls.gov Jeannette Thomas, Program Officer (Professional Practices) Phone: 202/606-8548 E-mail: jkthomas@imls.gov Susan Malbin, Senior Program Officer (Library-Museum Collaboration) Phone: 202/606-5389 E-mail: smalbin@imls.gov

Program Overview

The National Leadership Grant program supports three funding categories for libraries, three for museums, and one for library-museum partnerships. The following information refers to museum categories and to museum-library partnerships. For information on library categories, see page 10.

The museum priorities of the National Leadership Grants encourage

- leadership in the education of lifelong learners in the 21st century;
- innovation in providing public service and meeting community needs;
- widespread and creative use of new technologies;
- model projects to be replicated throughout the field;
- greater public access to museum collections; and
- an extended impact of federal dollars through collaborative projects.

Categories of Funding

1. *Museums Online* addresses the technological needs and issues of museums. This is the first federal program designed to specifically make technology available to all types of museums. Support is given for model projects that address the challenges and potential applications of new technologies and/or demonstrate the educational impact of connecting museums and their communities through technology. With this support, museums will share the ideas and information in thousands of museum collections with classrooms, community centers, and homes across America.
2. *Museums in the Community* supports museum-community partnerships that enhance the quality of community life.
3. *Professional Practices* supports projects that improve professional practices in the museum field. This includes projects using research to improve museum operations; projects to identify or develop innovative or more effective methods of museum operations; projects to collect, assess or develop information and research that will serve the field; and projects that create opportunities to improve professional practices through training or the development of new materials. Project design could include direct dissemination of information through workshops, seminars, and courses or indirect communication through publications and Web sites.
4. *Model Programs of Library and Museum Collaboration* supports innovative projects that model how museums and libraries of all types can work together and with other organizations to expand their service to the public.

Eligibility

Museums and museum service organizations are eligible to apply for the first three funding categories and are encouraged to partner with other related organizations. Museums of all disciplines are eligible, including art, children and youth, history, natural history, anthropology, nature centers, science-technology centers, zoos, aquariums, arboretums, botanical gardens, historic houses and sites, planetariums, general, specialized, museum agencies, and museum consortia. Federal and for-profit museums are not eligible.

For the fourth category — library and museum collaboration — applicants must include at least one eligible library applicant and at least one eligible museum applicant. Either applicant may be the lead.

A library and a museum under the control of one parent multipurpose organization may apply for a partnership grant as long as each applicant library or museum has independent administrative authority and a separately developed operating budget within the larger budget of the parent organization. For example, a library and a museum both owned and operated by a city government but having separate facilities, separate staffs, and autonomous operation are eligible to apply as a partnership. A library with an exhibition function or a museum with a library function does not constitute a partnership.

Applicants may prepare and submit multiple proposals in a given fiscal year. However, the same proposal may not be submitted under more than one category. In addition, applying to one grant program does not preclude applying to another.

Museum Assessment Program

Deadline: December 1, 2003 for Institutional, Collections Management, Public Dimension, and Governance Assessments

Amount of Grant: Varies, Requires Modest Cost Sharing

Grant Period: Two Years

Program Contact: Jeannette Thomas, Program Officer

Phone: 202/606-8548

E-mail: jkthomas@imls.gov

AAM Contact: Bethany Taylor, MAP Coordinator

American Association of Museums (AAM)

1575 Eye Street, NW, Suite 400

Washington, DC 20005

Phone: 202/289-9118

E-mail: map@aam-us.org

Program Overview

The Museum Assessment Program (MAP) is funded by IMLS and administered by the American Association of Museums. It is designed to help museums assess their strengths and weaknesses and plan for the future.

The program provides non-competitive grants of technical assistance for four assessments: Institutional, Collections Management, Public Dimension, and Governance. The grants are awarded on a first come, first served basis after being approved by the Director of IMLS. Museums may apply for MAP assessments in any sequence. Museums that received an IMLS grant for any given MAP assessment on or before September 1997 may apply for a grant to fund participation in that assessment a second time.

In all MAP assessments, members of the museum staff and governing authority complete a self-study and receive a site visit by one or more museum professionals who tour the museum and meet with staff, governing officials, and volunteers. The Surveyors work with the museum and with MAP staff to produce a report evaluating the museum's operations, making recommendations, and suggesting resources.

Categories of Funding

- *Institutional Assessment* supports an overview of the management and operations of the entire museum and helps the museum set priorities, prepare for strategic planning, and operate more efficiently, thereby improving its services to the community and increasing its base of support.
- *Collections Management Assessment* supports a review of collections use, planning, policies, and procedures in the context of overall museum operations.

- *Public Dimension Assessment* supports an evaluation of the way in which the museum serves its community and audiences through exhibits, programs, and other services, and how it communicates with its audience through public relations, planning, and evaluation.
- *Governance Assessment* supports an examination of the roles, responsibilities and performance of governing authorities and advisory boards. The assessment improves the ability of the museum's governing authority to fulfill its stewardship responsibilities and contribute to the success of the organization. This assessment involves the use of one Surveyor on some grants and two Surveyors on others. Once IMLS determines an applicant's eligibility for funding, the AAM will assign the museum to either a one or two person Surveyor team.

Lewis and Clark Bicentennial Initiative

Special information for museums located in Idaho, Indiana, Illinois, Iowa, Kansas, Kentucky, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, Pennsylvania, South Dakota, Tennessee, Virginia, Washington, or West Virginia follows.

In commemoration of the Bicentennial of the Lewis and Clark Expedition of 1803-1806, IMLS is working cooperatively with the Lewis and Clark Bicentennial Council, the state Lewis and Clark committees, and the sovereign nations touched by the expedition to commemorate this major event that shaped the boundaries and the very future of the United States.

To help museums in the 18 states along the Lewis and Clark trail prepare not only for the commemorative events planned in the coming months and years, but also to strengthen their collections care, service to visitors, educational activities and overall operations so that the museums can better care for their collections and implement their missions, IMLS encourages museums in these trail states to participate in the Conservation Assessment Program (CAP) and the Museum Assessment Program (MAP).

All museums in the United States or a United States territory are eligible to apply to CAP and MAP and are encouraged to do so. However, because of the increased interest that museums in the trail states anticipate during this bicentennial commemoration, eligible museums located in the 18 Lewis and Clark trail states will receive preference for CAP and MAP funding during fiscal year 2004.

Conservation Project Support

Deadline:	October 15, 2003
Amount of Grant:	Up to \$50,000 Up to \$75,000 for Exceptional Projects Up to \$10,000 in Additional Funds for Education Component
Matching Requirements:	1:1 for Total Project Request
Grant Period:	Two Years
Program Contact:	Steven Schwartzman, Senior Program Officer Phone: 202/606-4641 E-mail: sshwartzman@imls.gov

Program Overview

The IMLS Conservation Project Support program awards matching grants to help museums identify conservation needs and priorities and perform activities to ensure the safekeeping of their collections.

Conservation Project Support grants help museums develop a logical, institution-wide approach to caring for their living and nonliving collections. Applicants should apply for the project that meets the institution's highest conservation needs. All applications must demonstrate that the primary goal of the project is conservation care and not collection management or maintenance.

Collections may be in one of four categories: (1) nonliving, (2) systematics/natural history, (3) living plants, or (4) living animals. Grants are available for five broad types of conservation activities: (1) surveys (general, detailed condition, or environmental); (2) training; (3) research; (4) treatment; and (5) environmental improvements. An institution may submit one application each fiscal year.

Conservation Project Support also funds exceptional projects with far-reaching effects that benefit multiple institutions. Such projects may cut across collections categories. An institution may not apply for an exceptional project grant that will benefit only that museum. Exceptional project awards will not exceed \$75,000.

Applicants may receive up to \$10,000 in addition to their project funding to develop an education component that directly relates to their project. IMLS will support activities that include lectures, oral or visual interpretation, videos, CD-ROMs, publications, and workshops or other methods that improve visitors' knowledge about the institution's conservation project. IMLS supports educational activities that directly relate to the funded project. These funds may not be used for staff training or general museum education. Requesting funds for an education project will not be a factor in determining which conservation projects receive funding.

Conservation Assessment Program

Deadline:	December 1, 2003
Amount of Grant:	Varies, Requires Modest Cost Sharing
Grant Period:	One Year
Program Contact:	Noelle Giguere, Program Officer Phone: 202/606-8550 E-mail: ngiguere@imls.gov
Heritage Preservation Contact:	Rory House 1625 K Street, NW, Suite 700 Washington, DC 20006 Phone: 202/634-1422 E-mail: rhouse@heritagepreservation.org

Program Overview

The Conservation Assessment Program serves as an adjunct to the IMLS Conservation Project Support program. Funded by IMLS and administered by Heritage Preservation, the program provides eligible museums with a general conservation survey grant. Applications are funded on a first-come, first-served basis. Application materials can be obtained by contacting Heritage Preservation or by visiting their Web site (www.heritagepreservation.org). Each museum may receive only one Conservation Assessment Program grant. Museums that have received a grant for a general conservation survey through the Conservation Project Support program are not eligible for Conservation Assessment Program grants.

The program supports a two-day site visit by a conservation professional to perform the assessment and up to three days to write the report. For museums located in historic structures, the grant supports a two-day site visit by a preservation architect or an architectural conservator and up to three days to write the report. As the preservation needs of a historic structure and the collections it contains often differ, this collaboration is vital to the assessment's success.

The Conservation Assessment Program also helps institutions with living animal collections, such as zoos and aquariums, that do not have an assessment of the animals' physical conditions and habitats. Institutions with fully surveyed living animal collections (such as those accredited by the American Zoological Association) may use the grant to assess the conservation needs of their nonliving collections only. Botanical gardens and arboreta may use the grant to assess the conservation needs of both their living and nonliving collections.

The general conservation survey or assessment (unlike a detailed collection survey) provides an overview of all of the museum's collections as well as its environmental conditions and policies and procedures relating to collections care. The assessment report assists the institution by 1) providing recommendations and priorities for conservation actions, both immediate and long-term; 2) facilitating the development of long-range institutional plans for the care and preservation of the collections; and 3) serving as a fundraising tool for future conservation projects.

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National Award for Museum Service

Deadline: February 15, 2004
Awards Will Be Announced in the Fall of 2004 at a Ceremony
in Washington, DC

Contact: Noelle Giguere, Office of Museum Services
Phone: 202/606-8550
E-mail: ngiguere@imls.gov

Program Overview

The National Award for Museum Service honors museums that demonstrate an ongoing institutional commitment to public service with innovative programs that address social, economic, or environmental issues.

Qualifications and Criteria for Selection

The main qualification for selection is community service, as demonstrated by the museum's ongoing commitment, at every level, to its community. Nominations should describe

- the museum's goal in serving its community;
- the population served;
- how the community works together to achieve the goal;
- the outcome of this effort during the past two to three years; and
- projections for future efforts.

Achievements that might be highlighted include

- programming that attracts new audiences;
- innovative programming that addresses current social, economic, or environmental issues; or
- positive effects of the museum's collaboration with other institutions in the community.

Previous recipients:

2002	Wildlife Conservation Society/Bronx Zoo, Bronx, New York Please Touch Museum, Philadelphia, Pennsylvania Southern Alleghenies Museum of Art, Loretto, Pennsylvania
2001	Children's Discovery Museum, San Jose, California Miami Museum of Science, Miami, Florida New England Aquarium, Boston, Massachusetts
2000	Albright-Knox Art Gallery, Buffalo, New York Alutiiq Museum and Archaeological Repository, Kodiak, Alaska Youth Museum of Southern West Virginia, Beckley, West Virginia

- 1999 Lincoln Park Zoo, Chicago, Illinois
Nevada Museum of Art, Reno, Nevada
St. Simons Island Lighthouse Museum, St. Simons Island, Georgia
- 1998 Belknap Mill Society, Laconia, New Hampshire
Henry Ford Museum & Greenfield Village, Dearborn, Michigan
New Jersey Historical Society, Newark, New Jersey
- 1997 The Children's Museum of Indianapolis, Indianapolis, Indiana
The Museum of Fine Arts, Houston, Texas
National Aquarium in Baltimore, Baltimore, Maryland
- 1996 The Corcoran Gallery of Art, Washington, DC
The Field Museum of Natural History, Chicago, Illinois
The Natural Science Center of Greensboro, Greensboro, North Carolina
- 1995 Brooklyn Children's Museum, Brooklyn, New York
The Mexican Fine Arts Center, Chicago, Illinois
Montshire Museum of Science, Norwich, Vermont
The Wing Luke Asian Museum, Seattle, Washington
- 1994 Brukner Nature Center, Troy, Ohio
The Cummer Museum of Art and Gardens, Jacksonville, Florida
Missouri Historical Society, St. Louis, Missouri

*Agency
Information*



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Juanita Jones, Grants Administration Specialist
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Jeannette Thomas, Program Officer
Robert Trio, Program Officer
Kristin Veline, Program Assistant
Karen Whitehair, Program Specialist

National Commission on Libraries and Information Science

The National Commission on Libraries and Information Science is a permanent, independent agency of the federal government charged with advising the executive and legislative branches on national and international library and information policies and plans. The commission is composed of fourteen members appointed by the President and confirmed by the Senate, plus two statutory members. Commission members represent the library community and the general public, and through their collective representation contribute specific expertise and broad knowledge of the entire library and information services community. With the passage of the Museum and Library Services Act of 1996, the commission has responsibility to advise the Director of the Institute of Museum and Library Services on general policies with respect to library services.

Chairperson

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Vice Chair

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Statutory Members

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Robert S. Martin, Director, Institute of Museum and Library Services

Executive Director

Robert S. Willard, Maryland

National Museum Services Board

The National Museum Services Board is an advisory body composed of fifteen members appointed by the President and confirmed by the Senate. The Board advises IMLS on general policy with regard to museum services. Board members represent the museum community and the general public, and through their collective representation, contribute specific expertise and broad knowledge of the entire museum field.

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